

1. **What documents are needed for a civil marriage service?**

The applicants are required to obtain an Ontario marriage licence (valid for three (3) months following its date of issue). This may be obtained by the Town of Pelham or any municipality in Ontario. To reserve the date of the civil marriage ceremony, the Applicants must complete a Pre-Ceremony Information Questionnaire and return the completed form and applicable payment to the Clerk's Office.

2. **Who may officiate the wedding?**

In the Town of Pelham, the Clerk and one Designate are appointed Officiants and may perform civil marriage ceremonies.

3. **Where will the wedding be located?**

The Town of Pelham offers a variety of civil marriage ceremony locations, including the Peace Park Bandshell, Meridian Community Centre ('MCC') courtyard, MCC Accursi Room and MCC Lounge. The Officiants may also go to other locations upon request. Rental and travel fees may apply. Please inquire with the Clerk's Office.

4. **Can we get married on Saturday?**

Yes. Officiants may conduct ceremonies outside of regular business hours (Monday to Friday, 8:30am to 4:30pm) upon request. When the ceremony is held outside of business hours or at an off-site location, additional fees will apply.

5. **Does the Town offer "same day service" for a ceremony?**

The Town does not offer same day ceremonies. Requests must be made a minimum of four (4) weeks prior to the ceremony, or as may be agreed upon depending on the availability of an Officiant.

6. **Do we have to purchase our Ontario Licence in Pelham to be married in Pelham?**

No, an Ontario Licence may be purchased anywhere in the Province of Ontario to be married anywhere in the Province.

7. **Are witnesses required for a civil marriage ceremony?**

Yes, all couples require two (2) witnesses present during the ceremony. Witnesses must be at least fourteen (14) years old and speak English, or have a translator present. If no witnesses are available the Town may supply them upon request, at an additional fee per witness if held on Town property.

8. **May we include readings from the Bible or have a Blessing at our ceremony?**

The marriage officiant may not perform any type of religious ceremony in keeping with the spirit of the *Ontario Marriage Act* which requires civil ceremonies to be "nondenominational". The couple may have someone other than the officiant provide a reading or a blessing.

9. **Who registers our civil marriage?**

After the ceremony all parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage, both are included on the licence. The Officiant will ensure all documentation is forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.